

DD/A Registry
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DD/A Registry
File *Travel*

Executive Registry

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MEMORANDUM FOR: Deputy to the DCI for Resource Management
Deputy to the DCI for Collection Tasking
Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : First-Class Travel

1. This memorandum announces changes in travel regulations as they pertain to the use of first-class air accommodations.

2. On the basis of earlier legal determinations by the General Counsel, the Agency follows the Federal Travel Regulations, issued by the General Services Administration, for domestic travel of employees. On 23 August 1967 the Agency adopted the administrative provisions of the Foreign Service legislation as the basis for our foreign administrative procedures, and travel to, from, or between foreign locations is performed under the general provisions of the Foreign Affairs Manual (6 FAM 146.3). Effective 1 April 1978 both the Federal Travel Regulations and the Foreign Affairs Manual were revised to implement new procedures concerning first-class accommodations. The revisions of the Federal Travel Regulations, approved by the Administrator of General Services, are attached as Tab A. The revised section of the Foreign Affairs Manual, approved by the Secretary of State, is attached as Tab B. These revised regulations are effective immediately, and Agency regulations will be amended accordingly.

3. The principal changes in the regulations are as follows:

a. All use of first-class accommodations must be approved by the DCI or the DDCI and approval authority

may not be delegated. The single exception is for travel between two points where only first-class accommodations are offered by the scheduled carriers.

b. Except in extraordinary circumstances, the approval must be obtained in advance. When it is not possible to obtain approval in advance, the traveler must obtain approval as soon as possible after the travel has been performed.

c. Heads of agencies must submit semi-annual reports to the Administrator of General Services to state the total number of employees authorized first-class travel and the details of each trip.

d. The traveler is personally responsible for the cost of first-class travel which is not approved within the established guidelines.

4. First-class accommodations may be authorized by the DCI or DDCI only in the following situations:

a. When the regularly scheduled flights between the authorized origin and destination, including connection points, offer only first-class accommodations (in this case the prior approval of the Director or Deputy Director is not required);

b. When space is not available in less-than-first-class accommodations in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed;

c. When the employee is so physically handicapped or otherwise so physically impaired that other accommodations cannot be used, and such condition is substantiated by the Director of Medical Services;

d. When first-class accommodations are required for security purposes or because exceptional circumstances, as determined by the DCI or DDCI, make their use essential to the successful performance of an Agency mission;

e. When less-than-first-class accommodations on foreign carriers do not provide adequate sanitation or health standards.

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5. The only significant difference between the Federal Travel Regulations and the Foreign Affairs Manual concerns travel where individual segments are transoceanic or are in excess of seven hours. Volume 6 FAM 146.3.b.5 states that "Travel by an Assistant Secretary or equivalent and higher level Government officials on transoceanic flights or on other international flight segments where the given segment is more than seven hours in length" may be authorized to use first-class accommodations. An Associate Deputy Director or higher is equated to an Assistant Secretary. This means, for example, that an officer of this rank who is traveling from Washington to Tokyo via Seattle may be authorized to use first-class accommodations from Seattle to Tokyo, but he must use less than first-class from Washington to Seattle. Similarly, a senior official traveling from Washington to Europe and return may be authorized to use first-class accommodations on the transoceanic segment, but less-than-first-class accommodations must be used for the segments between cities in Europe.

6. Requests for the use of first-class accommodations will be submitted to the DDCI via the Deputy Director concerned and the Deputy Director for Administration. The DDA is responsible for compliance with the provisions respecting the semi-annual reports to the Administrator of General Services.

/s/ Frank C. Carlucci

Frank C. Carlucci

Atts A
B

cc: DCI
AO/DCI

[6820-24]

GENERAL SERVICES
ADMINISTRATIONFEDERAL PROPERTY MANAGEMENT REGULA-
TIONS, TEMPORARY REGULATION A-11,
SUPPLEMENT 5

To: Heads of Federal agencies.

Subject: Changes to Federal Travel
Regulations.

1. *Purpose.* This supplement (a) further amends FPMR 101-7, Federal Travel Regulations (FTR), to implement certain restrictions on the use of first-class travel accommodations by Federal employees for official domestic and international travel and (b) amends the provisions of Supplement 4 to FPMR Temporary Regulation A-11, dated April 29, 1977, to extend the expiration date, revise the definition of "employee," and incorporate changes to certain travel allowances which were previously promulgated.

2. *Effective date.* Except for the travel allowance changes reflected therein which are currently in effect, the provisions of attachment A to this supplement are effective for travel performed on or after April 1, 1978.

3. *Expiration date.* This regulation expires December 31, 1978, unless sooner superseded or canceled.

4. *Background.*

a. Government policy, as reflected in the FTR, has historically restricted the use of first-class travel accommodations by Federal employees traveling on official business. However, a recent review of the current regulations indicates a need to clarify and strengthen provisions governing the authorization and use of first-class accommodations. This supplement revises those provisions accordingly and modifies the definition of "employee," as used in chapter 1 of the FTR, to clarify that the term includes agency heads and other agency officials.

(3) The addition of 14 newly designated HRGA's.

5. *Explanation of changes.*

a. The expiration dates for FPMR Temporary Regulation A-11 and Supplement 4 thereto are extended to December 31, 1978.

b. The provisions of attachment A to this supplement amend the FTR, as amended by FPMR Temporary Regulation A-11, for the reasons given below. It should be noted that the changes to travel allowances referenced in paragraph (4), below, were previously promulgated and are republished in this supplement without change.

(1) Paragraph 1-1.3c(6) is revised to clarify that the definition of "employee" includes agency heads and other agency officials.

(2) Paragraph 1-3.3 is revised to (a) change the title; (b) limit the use of first-class accommodations by employees traveling on official Government business; (c) require agency authorization or approval or employee certification when first-class accommodations are used; (d) make the employee financially responsible to the Government for costs in excess of less-than-first-class air accommodations in the absence of specific authorization or approval; and (e) require agencies to submit to GSA semiannual reports of the extent of, and the justification for the use of first-class air accommodations.

Dated: March 8, 1978.

JAY SOLOMON,
Administrator of
General ServicesCHANGES TO FEDERAL TRAVEL
REGULATIONS, FPMR 101-71. Paragraph 1-1.3c(6) is revised
follows:1-1.3. *General rules.*

c. * * *

(6) *Employee.* As used in this chapter, "employee" means the head of agency, and agency official, or any other individual employed in or under an agency. This definition also includes an individual employed intermittently in the Government service as an expert or consultant and paid a daily when-actually-employed

(AE) basis and an individual serving without pay or at \$1 a year (5 U.S.C. 701(2)).

d. Airline accommodations.

(1) *Policy.* It is the policy of the Government that employees who use commercial air carriers for domestic and international travel on official business shall use less-than-first-class accommodations. (See 1-3.6b for use of U.S.-flag air carriers.) Only limited exceptions to this policy may be permitted as set forth in 1-3.3d(3), below.

(2) Authorization and approval of the use of first-class air accommodations.

(a) *Authority limited to agency head.* Authority for authorizing and approving the use of first-class air accommodations shall be retained by the agency head, or his deputy, and shall not be redelegated. As used in this 1-3.3d, "agency head" means the Secretary, Attorney General, Administrator, Governor, Chairman, or chief official by any other title of an executive agency, as defined in 5 U.S.C. 105, an agency in the legislative branch of the Government, or the government of the District of Columbia.

(b) *Requirements.* Authorization for the use of first-class air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his deputy, at the earliest possible time.

(c) *Employee responsibility and documentation.* The employee shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

(3) *Use of first-class air accommodations.* Circumstances justifying the use of first-class air accommodations are limited to those listed in (a) and (b), below.

(a) *Employee certification required.* First-class accommodations may be used when regularly scheduled flights between the authorized origin and des-

tinuation points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher. *Note:* The use of first-class accommodations in this instance need not be reported under the provisions of 1-3.3d(4), below.

(b) *Agency authorization or approval required.* The agency head (as defined in 1-3.3d(2)(a), above), or his deputy, may authorize or approve the use of first-class air accommodations when:

(i) Space is not available in less-than-first-class accommodations on any scheduled flights in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed;

(ii) First-class accommodations are necessary because the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority;

(iii) First-class accommodations are required for security purposes or because exceptional circumstances, as determined by the agency head, or his deputy, make their use essential to the successful performance of an agency mission; or

(iv) Less-than-first-class accommodations on foreign carriers do not provide adequate sanitation or health standards.

(4) *First-class air accommodations report.* Heads of agencies shall submit semiannual reports on the use of first-class air accommodations to the Administrator of General Services (A), Washington, D.C. 20405, within 60 calendar days after the periods ending September 30 and March 31 of each fiscal year. The first report shall be submitted by November 30, 1978. Negative reports are required. Interagency Report Control Number 0167-GSA-SA has been assigned to this report in accordance with FPMR 101-11.11. The reports shall indicate the total number of employees whose use of first-class air accommodations was authorized or approved, the total additional cost to the Government, and the following information for each trip in the order shown:

(a) Name, grade, and position or title of each employee whose use of first-class air accommodations was authorized or approved;

(b) Origin and destination or segments on which first-class accommodations were used;

(c) Additional cost to the Government resulting from the difference between the first-class accommodations used and the next lower class accommodations below first-class; and

(d) Explanation of circumstances justifying the use of the first-class air accommodations, the name and title of

the authorizing or approving official and, if a foreign air carrier was used, the carrier.

UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

6 FAM 146.3 Accommodations on Airplanes

It is the policy of the U.S. Government that travelers use less than first-class accommodations when traveling by air. However, there are limited and specific circumstances when the use of first-class accommodations may be necessary. Subject to the requirements of section 146.4, the following circumstances warrant first-class travel:

a. Travel Within the United States

1. When there is no space available in less than first-class accommodations in time to carry out the purpose of the travel.
2. When the physical condition of the traveler, as certified by competent medical authority, requires the use of first-class travel. (Travel of medically authorized attendant(s) is included.)
3. Travel by couriers accompanying controlled pouches.
4. Travel by security officers accompanying first-class travelers.

b. International Travel

1. When there is no space available in less than first-class accommodation in time to carry out the purpose of the travel.
2. When the physical condition of the traveler, as certified by competent medical authority, requires the use of first-class travel. (Travel of medically authorized attendant(s) is included.)
3. Travel by couriers accompanying controlled pouches.
4. Travel by security officers accompanying first-class travelers.

5. Travel by an Assistant Secretary or equivalent and higher level Government officials on transoceanic flights or on other international flight segments where the given segment is more than seven hours in length.

6. Travel by a Chief of Diplomatic Mission, and accompanying dependents, between the United States and post of assignment.

146.4 Authorization of First-Class Air Travel

a. Authorization to use first-class air accommodations under circumstances in sections 146.3 a (1-2) and b (1-2) is made only after a determination that such accommodations are required.

b. The head of Department or Agency may authorize the use of first-class accommodations in exceptional circumstances essential to the successful performance of a mission for individuals other than those indicated in section 146.3.

c. Requests for exceptions under (a) and (b) above should be forwarded to the Deputy Under Secretary for Management (M). Each request must contain name, grade and position or title of traveler; points between which first-class accommodations are desired; additional cost to the Government resulting from difference between first-class and economy accommodations; an explanation of circumstances justifying the use of the first-class air accommodations.

(AID) Requests should be sent to the Director, Management Operations.

(ICA) Requests should be sent to the Office of the Associate Director for Management.

d. Each post, bureau or office responsible for authorizing travel will submit to OPR/ST/T a report containing all information listed in (c) above for any travel orders written. The report will be for the periods ending September 30 and March 31 and should be received in OPR/ST/T no later than October 15 and April 15. Negative replies are required.

AUTHORIZATIONS

To preclude undue hardship on official travelers or inequitable treatment of Department of State employees, under the provisions of paragraph 1-3-3.d(2)(a) of FPMR 101-7 dated March 8, 1978 first-class travel is authorized to Executive Level, Schedule C and Civil Service employees who meet the following criteria:

a. Travel Within the United States

1. When there is no space available in less than first-class accommodations in time to carry out the purpose of the travel.
2. When the physical condition of the traveler, as certified by competent medical authority, requires the use of first-class travel. (Travel of medically authorized attendant(s) is included.)
3. Travel by couriers accompanying controlled pouches.
4. Travel by security officers accompanying first-class travelers.

b. International Travel

1. When there is no space available in less than first-class accommodation in time to carry out the purpose of the travel.
2. When the physical condition of the traveler, as certified by competent medical authority, requires the use of first-class travel. (Travel of medically authorized attendant(s) is included.)
3. Travel by couriers accompanying controlled pouches.
4. Travel by security officers accompanying first-class travelers.
5. Travel by an Assistant Secretary or equivalent and higher level Government officials on transoceanic flights or on other international flight segments where

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the given segment is more than seven hours in length.

6. Travel by a Chief of Diplomatic Mission, and accompanying dependents, between the United States and post of assignment.

Approved

Cyril Vance

Disapproved

*Signed
4/6/78*